



**HUMAN RESOURCES OFFICE
TECHNICIAN / AGR ADMINISTRATIVE INSTRUCTION**

Number: 06-09


28 February 2006

USA STAFFING – THE AUTOMATED SOLUTION FOR HIRING

1. The Directorate for Human Resources is committed to improving our work products and processes thus saving time, effort, and money. To achieve this goal, one solution to providing better customer service and wider advertisement of our vacancy announcements will be the implementation of a commercially available program called USA Staffing.
2. USA Staffing web-based system is a cost effective means of getting the best-qualified candidates in a single, integrated software solution. The complex staffing process is simplified with this user friendly, web-enabled software that completely automates recruitment, assessment, referral, and notification processes. USA Staffing is currently used by several federal government agencies to locate candidates and is being implemented throughout the National Guard as one of the President's Management Initiatives under the Electronic Government (eGOV).
3. USA Staffing automatically generates vacancy announcements, posts vacancy announcements on OPM's USAJOBS website, accepts applications by internet or fax, analyzes applicant competencies, produces certificates, notifies applicants, and manages applicant records. It meets OPM regulatory requirements and is adaptable to agency specific procedures.
4. The major improvements envisioned by the use of USA Staffing program include:
 - a. Instant application receipt notification when using the resume builder or fax.
 - b. Notification by e-mail of advertisements posted on USAJOBS meeting the applicant interests and career goals.
 - c. Development of supplemental questions which will "screen-out" job applicants to the mission requirements selected, i.e. military membership or military grade.
 - d. Timely notification of qualification rating and non-selection.
 - e. Timely turnaround on rating applications and publishing certificates by the Directorate for Human Resources. Certificates will consist of an e-mail link forwarded to the selecting official who can download the qualified applications.
5. In March 2006, initial concept briefing will be held with the California National Guard senior leadership. Implementation and Impact bargaining will be afforded the labor organizations beginning on a date to be determined in March 2006.

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SUBJECT: Implementation of USA Staffing

6. Beginning in April 2006 and continuing through June 2006, members of the staffing team will visit major Army and Air National Guard organizations with full-time technicians. Training will be provided in two separate briefings, the first covering a viewpoint of an employee, i.e. what to expect and how to use the program, and the second covering what a supervisor/manager should know about USA Staffing and how to request a vacancy announcement. The training schedule will be published under separate cover.
7. Minor modifications of the current Merit Placement Plan will be required for implementation of USA Staffing in an efficient and uniform manner. In no way will these modifications detract from our commitment to merit placement principles. These changes include but are not limited to:
 - a. Development and use of a CNG Form 690-1, Request for Technician Vacancy Announcement, to replace the often confusing SF-52, Request for Personnel Action.
 - b. Modification of Area of Consideration requirements to "All Sources" formerly Nationwide, and "Merit Placement" formerly Statewide. The use of unit only announcements is inconsistent with merit placement principles and the USA Staffing program.
 - c. Announcement periods will be reduced to a minimum of 14 days for "Merit Placement" and 21 days for "All Sources."
 - d. Applications must be received by USA Staffing by 12 midnight (Central Time Zone) of the closing date. Applications mailed to the HRO will not be accepted and returned to the sender.
 - e. A separate certificate of qualified applicants will be published for each grade when a position is advertised for trainees.
8. Supervisors will continue to determine Knowledge, Skills, and Abilities IAW current Merit Placement Plan.
9. The goal for California National Guard implementation of USA Staffing is 1 July 2006.
10. The current process of advertising will continue until the implementation date of USA Staffing. However, new advertisements received after 15 June 2006 must meet USA Staffing parameters and will be published on or about 1 July.
11. Direct questions concerning this TAAI to TSgt April Mosher at DSN 466-3598 or (916) 854-3598; or SSgt Latesha Nelson at DSN 466-3174 or (916) 854-3174.


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